



## STAFF USER GUIDE



# How To Initiate An Emergency Alert *with* Pikmykid

## Initiate The Alert

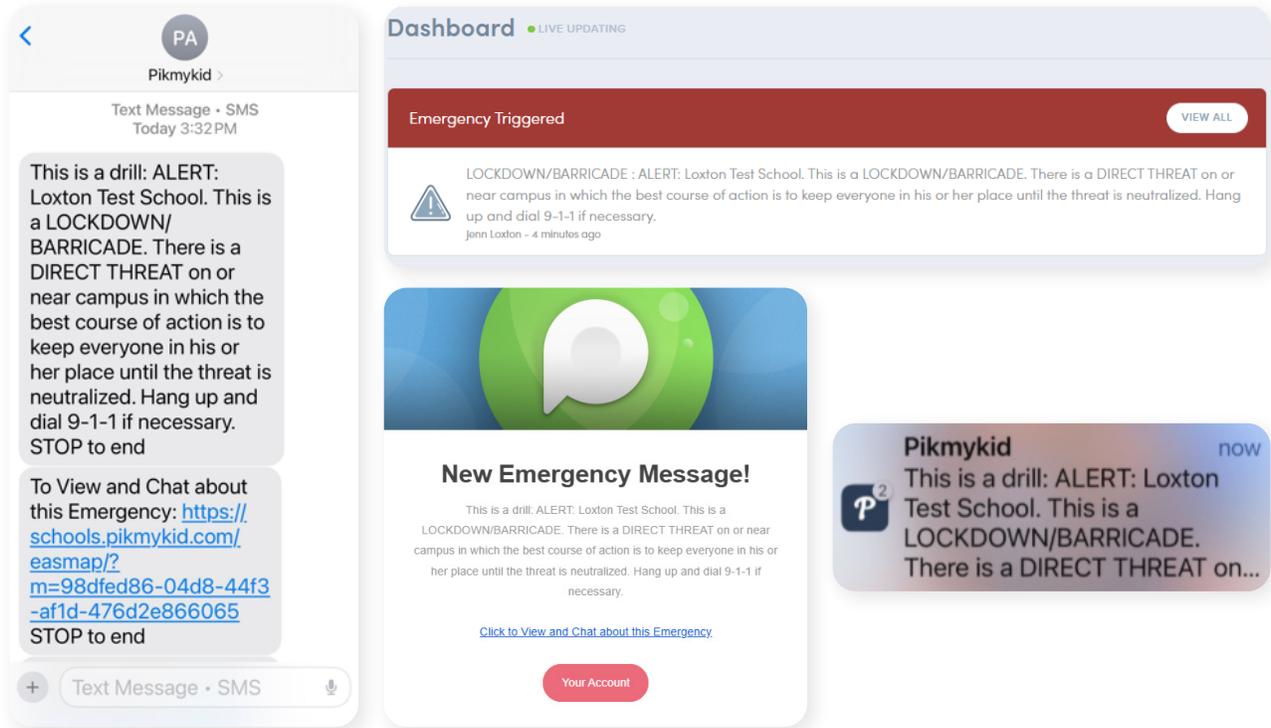
- From the portal dashboard, click the **Report Emergency** button > **Emergency Notification**.



- Next, determine if the event is a **drill or not** and choose the **type of emergency message**.

- After selecting the message, the system will display the predetermined message (*the message can be edited or additional information can be added if needed – to do this, ensure the setting is turned on Settings Wheel > Emergency > Allow users to input additional information when submitting an emergency notification*). Then click **Send Message**.

- Once sent, staff will receive the message through **text, email, phone call**, and if they have the Pikmykid Staff App, a **push notification** will also be sent. If staff are logged into the portal, a popup will appear on the dashboard.



- Once the drill or emergency is over, a school admin can clear the emergency notification from the portal. Select **View All** from the notification popup on the dashboard and click **Clear**. A popup will appear for additional confirmation to clear the notification. Once the notification is cleared, staff will receive notifications via phone, email, text and if using the Staff App, a push notification.

